



JOB DESCRIPTION

Job Title:	Falls Prevention Activity Instructor
Hours of Work:	10 per week
Department:	Everton in the Community (EitC)
Location:	Various locations across Knowsley
Responsible to:	Health and Wellbeing Manager
Responsible for:	No line management responsibilities

Role Summary

The successful candidate will be responsible for the safe and effective delivery of EitC’s ‘Safe and Steady’ Falls Prevention physical activity programme. The sessional instructor will deliver weekly activity sessions across community and residential settings to prevent and reduce falls and related injuries for older adults living in Knowsley. The instructor will be able to quickly develop trust and rapport with participants and work in an enabling manner to help participants improve their balance, coordination and confidence. They should be caring and empathetic when promoting the safety, independence, health and well-being of programme participants. This role requires specialist experience and qualifications working with the older adult population, and an understanding of the multiple complexities around delivery of exercise to specialist population groups.

Key Responsibilities



The applicant will primarily be responsible for:

- The delivery of EitC's 'Safe and Steady' Falls Prevention physical activity programme to prevent and reduce falls and related injuries amongst the ageing population in Knowsley.
- Developing effective relationships with older people, carers, family members and partners in order to promote the safety, independence, health, well-being of older people in Knowsley.
- Working collaboratively with partners to effectively identify individuals who meet the programmes inclusion criteria as well as the efficient transition of referrals from partners into it.
- To promote the benefits of active ageing, early intervention and prevention to generate referrals into the 'Safe and Steady' programme.
- Liaising with EitC's GP and health promotion team to organise baseline testing and lifestyle support package (e.g, health checks, healthy eating, physical activity assessments).
- To support with the effective monitoring and evaluation of the programmes through robust data collection, entry and sharing in accordance with all relevant policies.
- Providing regular update reports to present progress made against key performance indicators to line manager, funders and Knowsley Falls and Fracture Prevention Steering Group.
- Supporting in the dissemination of programme evaluation to funders and stakeholders.
- Attending training courses as required to ensure successful implementation of the programme as well as pursue your own development.
- Contributing to the wider development of the EitC's Health and Wellbeing department, taking a positive approach to the raising of standards.
- Traveling independently to reach various sites across the Liverpool City Region to attend sessions and meetings including at times working evening and weekends.
- Proactively implementing, policies and procedures that safeguard vulnerable adults.
- Any other duties deemed appropriate by line manager or equivalent.

Other Responsibilities

- To take responsibility for personal performance and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.
- To encourage and promote the values of the Everton Family and to comply with the required standards of conduct and so promote the Club within the community by acting with integrity and honesty.
- To promote, adhere to and implement the Everton Family Equality and Diversity Policy and to work consistently to embed equality and diversity.
- Ensure that all work is completed in a priority basis, and work meets a high degree of professionalism, quality and craftsmanship.
- To attend staff meetings as required.
- To attend training courses and external seminars and meetings as appropriate/required.
- To understand the Community's Safeguarding policy, procedures and best practice guidelines. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to an Anti-bullying environment



Safeguarding

To understand the Club's Safeguarding policy, procedures and best practice guidelines. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to an Anti-bullying environment.





PERSON SPECIFICATION

Skills & Abilities	
Essential	Desirable
<ul style="list-style-type: none"> • Strong relationship building and project coordination skills. • Ability to plan, deliver, develop and monitor an older adults falls prevention programme. • Knowledge of behaviour change models/ strategies to promote better health and wellbeing outcomes • Ability to collect, collate data to improve services and ability to present information in arrange of formats e.g. graphs, presentations • Excellent organisational and time management skills • Excellent communicator, who places high value on attention to detail. 	<ul style="list-style-type: none"> • Experience of engaging people from different ages, backgrounds and health status. • Specialist knowledge and interest in management of falls prevention for older people • Experience of working with older people • An understanding of the structure of the NHS and Primary Care Networks. • Have a good understanding of EitC's current Health and Wellbeing projects • Experience of working within a sporting charity.

Personal Attributes	
Essential	Desirable
<ul style="list-style-type: none"> • A genuine passion for helping support people to improve their health and wellbeing • Be able to work independently and as part of a team • Understanding of and empathy with the issues affecting older people • Ability to build trust and rapport quickly, enjoying interacting with a wide variety of people on a daily basis • Be able to work flexibly and respond to changing priorities to ensure programmes are delivered as expected • Willingness to work weekends and in the evening. 	<ul style="list-style-type: none"> • Good influencing and negotiating skills



Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Level 3 Personal Trainer ▪ Level 3 G.P. Referral Instructor ▪ Level 3 OTAGO Chair Based Falls Management Instructor ▪ Level 4 FaME Postural Stability Instructor ▪ Enhanced satisfactory DBS ▪ Emergency First Aid Certificate 	<ul style="list-style-type: none"> ▪ Level 3 Older Adults and Exercise specialist ▪ Level 4 for Clinical Exercise Qualifications ▪ Mental Health Awareness training ▪ MIDAS certificate



GENERAL RESPONSIBILITIES

General Responsibilities

Employee Relations

To make suggestions to improve the working situation and contribute to positive employee relations within their area of work and Everton Football Club as a whole.

Health & Safety

To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.

To comply with all aspects of the Everton Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety.



Customer Service

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communication whilst striving to deliver first class customer service.

Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations.

Self Development

To take responsibility for your own development and to help realize your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy.

Team Work

Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary.

Equal Opportunities and Harassment

To cooperate with measures introduced to ensure there is equality of opportunity in employment. To ensure understanding, awareness and compliance with the Company's Equal Opportunities Policies.

To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive.

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

All employees may be required to undertake any other duties as may be reasonably requested.

